

**Enrolled Memorandum of the Meeting
Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, December 03, 2018**

The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session on **Monday, December 03, 2018** at 6:45 O'clock P.M., in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Steve Wagner and Konnie Kuiper were present. Councilor Herak was delayed owing to commuter train delay. He joined the meeting shortly after it commenced. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

Officials Present: Kathy DeGuilio-Fox, Redevelopment Director was present.

Additional Officials Present: Ed Dabrowski, IT Consultant (Contract); and Larry Kondrat, Board of Waterworks Directors were present.

General Substance of Matters Discussed.

1. ***Discuss the Census Complete Count Committee and the needed Legislative Authorization.*** The Town Council and the Clerk-Treasurer discussed the requirement for the Town Council to authorize a Complete Count Committee for the 2020 Census. It was noted that with the consent of the Redevelopment Director, the Redevelopment Assistant, Lance Ryskamp, working with the Deputy Clerk-Treasurer were coordinating the work for the 2020 Census. The authorizing resolution required the following matters to be addressed or identified:

- Identification of the Complete Count Committee Liaison
- Agreement to form a Complete Count Committee naming members if known
- Identification of facilities available for training, educational and engagement
- Recruitment commitments available such as website postings, mailing inserts, postings on community boards, advertisements on local media

It was noted that a resolution or some other legislative instrument would be placed on the agenda for December 10 meeting to address this matter.

2. ***Discussion regarding Prior Works Board Order Authorizing Purchase and Distribution of Frozen Turkeys to Eligible workers.*** The Town Council and the Clerk-Treasurer discussed the report made earlier in the day by the Police Chief regarding the progress on his purchase and distribution of turkey's for the eligible workers of the municipality. It was reported that the Police Chief was ordering 12 hams as well as 200 frozen turkeys. The Clerk-Treasurer noted that the Works Board Order would require amending that authorized the activity in order to ratify. This would be taken up at the December 10 plenary meeting.
3. ***Reviewing matters likely for being placed on the agenda for the Plenary Meeting of December 10, 2018.*** The Clerk-Treasurer noted that the Community Events Commission reported that it was offered and voted to accept an offer from the Highland First Presbyterian Church "Ministry of Mission" to rent a portion of its parking lot for the duration of the Independence Day Festival in 2019. The fee for this is \$450 and due before June 1, 2019.

4. **Memorandum of Board and Commission appointments for 2019.** The Town Council and the Clerk-Treasurer again reviewed the Memorandum of Appointments that are due and pending for 2019 as prepared by the Clerk-Treasurer. It was noted that the Town Council liaisons for the various boards and commissions should review the list of appointments expiring and inquire whether the persons are interested in being considered for reappointment.
5. **Discussion of dates of interest.** The Town Council, Clerk-Treasurer and the Redevelopment Director discussed and clarified the following dates and related events:
 - Special Redevelopment Commission Study Session, 5:30 p.m. *Monday, December 17.*
 - Special Redevelopment Commission Meeting, 6:00 p.m. *Monday, December 17.*
 - Town Council Study Session, 6:30 p.m., *Monday, December 17.*
 - Veterinary Surgical Center (Cardinal Campus) Ribbon Cutting and Grand opening, 4:00 p.m. to 8:00 p.m., *Tuesday, December 18.*
 - Employees Holiday event, *December 19.*
6. **Sanitary Board of Commissioners Rate Setting.** At the request of the Town Council President, the Clerk-Treasurer offered a cursory overview of the pending rate amendment being sought by the Board of Sanitary Commissioners, noting that the public hearing on the proposal is slated for the its meeting of December 18, 7:00 p.m. The intention is to modify the flat charges to better reflect the costs associated with the fixed costs of the utility and to have the flow charges accrue to the variable costs. It is designed to be overall, revenue neutral.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, December 03, 2018**, was adjourned at 7:00 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer